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15 December 1961

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Administrative Reporting (Engineering Reporting System)

REFERENCE: Memo to James A. Garrison from DD/S, dtd 7 Nov 61, same subject.

1. This memorandum is for information only.

2. The objective of the engineering reporting system is to provide essential information on the status of construction, and major improvements, maintenance and repair to real estate holdings, to fulfill the responsibility of the Director of Logistics as stated in [REDACTED] 25X1A "Direct real estate and utility acquisition, improvement and disposition, including design and construction, alteration, renovation and maintenance."

3. Reporting requirements from field stations now consist of:

25X1A

a. [REDACTED] requires prior approval from Headquarters for construction or improvements which exceed the monetary value stated in the regulations.

25X1A

b. [REDACTED] - foreign real property reports (Form 360) are required on each property at the end of the month following acquisition, major change, or improvement.

25X1A

c. Engineering reports are required from Office of Logistics engineers stationed in foreign field areas (currently one engineer stationed [REDACTED] to cover the FE area).

25X1A

d. Specific reports are required from Project [REDACTED] and [REDACTED] 25X1A. These reports are considered to be necessary in view of the large CIA investment in these two specific areas in terms of buildings and other engineered facilities. A copy of the requirement levied on Project [REDACTED] is attached.

25X1A

4. Present and planned use of the information secured through the reports mentioned in paragraph 2 above is for internal Office of Logistics information in order to:

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25X1A

a. Enable the Real Estate and Construction Division to monitor engineering construction, alteration, and maintenance problems. The specific reports from Project [REDACTED] are designed to secure advance knowledge of maintenance and construction plans or problems in order that timely assistance may be rendered to these installations.

b. Enable the Director of Logistics to maintain adequate knowledge of the state of engineering activity and plans on a world-wide basis to answer such questions as may be directed to him by senior Agency officials.

25X1A

5. We quite agree that our reporting requirements should be cut to the absolute minimum consistent with requirements for information received from other components of the Agency (i.e., Comptroller) and are striving to make such reports as simple as possible in format to assist field installations in accomplishing the reports. You will notice that our original thoughts on proposed reporting to be submitted by Project [REDACTED] have been considerably reduced in requirement, and we have further decided that no additional reports are necessary at this time from either [REDACTED]

25X1A

6. As a result of our review of the engineering reporting system as outlined above, we do not believe that excessive reporting is being required from field installations, nor do we believe that irrelevant and superfluous information is included insofar as the engineering reporting system is concerned. We have not yet concluded a larger survey of total reporting on all real estate matters and therefore are not yet prepared to comment on the superfluity or inadequacy of total real estate reporting.

JAMES A. GARRISON
Director of Logistics

Attachment

Distribution:

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1 - OL Official File
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25X1A

OL/AS [REDACTED] :amk/2657 (6 Dec 1961)

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